**Tucson Indian Center**

Human Resources Department

160 N. Stone Avenue, Tucson, Arizona 85701

PH: 520-884-7131 FAX: 520-884-0240

**Job Description**

**Job Title:** Advocate (Domestic Violence Community Awareness)

**Salary:** Grade 24 – Non-exempt DOE

**Status:** Probationary/Permanent, Full-Time

**Hrs./WK:** Forty (40)

**Department:** Wellness

**Job Location:** Tucson, Arizona

**Nature of Work:**

Incumbent is responsible for ensuring the safety and support for victims/survivors who present due to domestic violence, sexual assault, child maltreatment, dating violence, stalking, trafficking or murdered missing indigenous people (MMIP). Key tasks are crisis response, safety planning, case management and referral. Incumbent is also responsible to increasing community awareness of interpersonal abuse and sexual violence through education, media and community events.

**Essential Functions:**

1. Provide crisis response and safety planning for victims/survivors.
2. Provide case management to connect victims/survivors to housing, health care and victim/survivor support.
3. Establish a case plan for each client and her/his family.
4. Refer clients to appropriate services to meet social determinants, such as transportation, health insurance, economic assistance, education, job training, employment and food security
5. Document all case management encounters in client’s electronic health record.
6. Maintain active working relationships with relevant tribal and non-tribal agencies and programs for referral and care coordination purposes.
7. Maintain client confidentiality
8. Participate in specialized Advocate training upon employment and continued training to build Advocate skills.
9. Participate in the Community Coordinated Response (CCR) Consortium across jurisdiction and sectors in Tucson.
10. Obtain and/or design education materials useful for individual client education and/or community education.
11. Conduct/coordinate small discussion groups, such as talking circles and/or sweat lodges, for interested clients.
12. Plan and deliver group education sessions on-site and in various community settings with focus on those topics identified in the contract scope of work.
13. Educate staff from other organizations about TIC services and how to refer clients.
14. Participate in planning and evaluation of Wellness Department activities.
15. Participate in staff development opportunities based on continuing education and technical training needs.
16. Prepare required reports in an accurate and timely manner.
17. Performs other tasks as assigned.

**Required Knowledge, Skill and Ability:**

1. Ability to evaluate clients’ health and social situations and to guide them towards feasible solutions, including support counseling and accessing community resources
2. Knowledge of the effects of crisis on a client’s health, social and emotional functioning, and the ability to deliver services in a manner that is sensitive and tolerant to these needs
3. Skill in case management and in establishing and maintaining control over case plans, timetable, priorities and agendas

4. Possess considerable knowledge of the problems and needs of urban Native Americans

5. Working knowledge of community resources and the ability to establish and maintain working relationships with other organizations

6. Knowledge and skill applying applicable rules, regulations, policies and contract provisions

7. Possess awareness of and respect for the diversity of Native cultures and tradition

8. Ability to communicate effectively, both orally and in writing

9. Ability to work with confidential and sensitive documents in a professional manner

10. Ability to maintain high standards of client confidentiality

**Required Experience and Training**

1. Bachelor’s Degree in health, human services or business fields, such as public health, social work, education, or business:

OR

1. Associates Degree in the human services or business fields, or Community Health Representative, and a minimum of 3 years of experience in the human services or business fields:

OR

1. A minimum combination of six (6) years of work experience in the human services or business fields, with experience and knowledge of case management standards.

**Additional Requirement:**

* Must posses valid Arizona Driver’s License
* Must pass Driver Insurance Carrier’s requirements
* Must pass Arizona DPS Fingerprinting Clearance (Class I & II)
* Must pass and submit to periodic/random drug testing

**Working Conditions:**

-Ability to sit for long periods of time in an office environment with low to moderate noise

-Ability to sit in front of a computer for 6-8 hours a day

-Ability to travel to various locations, including out of state

**Supervisory Status:**

Non-supervisory

Reports to Wellness Director

**Reviewed and Approved By:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Department Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Representative Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director Date

Preference in filling vacancies is given to qualified Indian candidates in accordance with

the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian

Center is committed to achieving the full and equal opportunity without discrimination

because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical

Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is

an Equal Opportunity Employer.